

# Orientation Sign-Off Form

**I have received training to serve as a Hometown Mentor in the following areas:**  
***Please check all that apply***

Overview of the College Success Foundation ☐

Mission  
Other Scholarship Programs  
Foundation Website – [www.collegesuccessfoundation.org](http://www.collegesuccessfoundation.org)  
CSF Staff Contact Information

Overview of CSF Programs ☐

Program goals  
Funding Sources  
Profile of Students Served  
Program Structure  
Expectations of CSF Program Participants in High School

Hometown Mentor Policies, Practices & Procedures ☐

HTMs must maintain the confidentiality of their mentee(s)(note exceptions)  
Meetings must be held on campus in open, public places  
HTMs cannot transport mentees  
HTMs must follow school sign in procedures  
HTMs must document meeting topics & provide record of meetings to CSF Staff  
HTMs must not consume alcohol within 4 hours before meetings, workshops or programs

Overview of the Hometown Mentor Program ☐

Mission/Purpose  
Stakeholders  
Role of College Preparatory Advisor  
Role of Hometown Mentor  
Growing the Relationship (Stages)

The next training will be: Part 2 Developing the Relationship During the Junior Year

Tentatively scheduled for : \_\_\_\_\_

I would like to receive additional information and/or training in the following topics:

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

College Prep Advisor/Trainer \_\_\_\_\_ High School \_\_\_\_\_

***For College Preparatory Advisory Use Only***

Additional Workshops/Refresher Training

Date

---

---

---

---